

**Policy for groups that wish to make grant applications through SWITCH**  
**(using SWITCH's incorporated non-profit status)**

**November 2008 (revised August 2009)**

1. Projects must be consistent with the mission and professional standards of SWITCH.
2. All projects will be reviewed by the Board and Executive Director of SWITCH and may be accepted or rejected at their discretion. Risk to the reputation of SWITCH related to the successful completion (or not) of the project is a factor that will be considered.
3. Leaders of project must be members of SWITCH. All project leaders must read and agree in writing to this policy document by signing a copy at the place indicated below.
4. A substantially complete application is to be prepared at least **three weeks** before the deadline so that SWITCH staff and Board members have time to request changes and suggest improvements to the application.
5. Completed applications and supporting documents, in the correct number of copies requested by the granting agency, plus a copy for SWITCH's records, must be received by SWITCH **one week** before the granting agency's deadline.
6. Any interim or final project reports to the granting agency must be received by SWITCH staff **two weeks** before the granting agency's deadline.
7. SWITCH staff will be copied on communications between the project leader and the granting agency.
8. Contingency funds, such as a salary for key workers, must be requested so that if a life-event happens and a key person cannot deliver, there is money to pay SWITCH staff or someone else to take over and deliver on promised results.
9. Reimbursable expenses for the project must be pre-approved by SWITCH staff (to allow SWITCH director to have financial oversight, and avoid any surprises like expenses exceeding the grant)
10. Expenses will not be reimbursed until SWITCH itself receives the money from the granting agency (SWITCH doesn't have the ability to act as a bank).
11. 10 percent of any compensation for work by project members will be held back (if not already done so by the granting organization) until completion of all deliverables.
12. In promotional materials for the project, current SWITCH logo design, colour scheme, word marks, font choices, *etc.* should be followed as much as possible.

Project Name: \_\_\_\_\_

I, \_\_\_\_\_, have read and accept this policy.

Signed \_\_\_\_\_ Date \_\_\_\_\_